

SOUTHERN ADIRONDACK LIBRARY SYSTEM  
22 WHITNEY PLACE • SARATOGA SPRINGS NY 12866-4596  
(518) 584-7300 □ FAX (518) 587-5589

SALS Board Meeting • **February 19, 2013** at 1 p.m.  
at the System Service Center

**MINUTES**

The regular meeting of the Southern Adirondack Library System was held on Tuesday, February 19, 2013 at the System Service Center and brought to order at 1:00 p.m. with President Arnold Elman presiding.

Present were: Mmes. Gold, Hoover, and McComb, and Mssrs. Elman, Hornstein, Mays, Mezzano, Mosher, Odess and Plantier. Also present were: Sara Dallas, Director at SALS, Jennifer Ferriss, Automation Training & Support and Youth Services Consultant at SALS, Bob Jeffords, SALS Treasurer, and Jill Martz, Administration and Finance Manager at SALS.

Absent with prior notice were: Mmes. Nemer and Payne.

1. **Approval of Board Meeting Minutes of January 15, 2013:** Dr. Elman asked if there were any changes, corrections, or additions to the minutes of the January 15, 2013 Board meeting. Hearing none, Dr. Elman declared the minutes approved as distributed.
2. **Treasurer's Report and Monthly Budget Reports for January; warrants:** Mr. Jeffords briefly reviewed the Treasurer's and Monthly Budget Reports for January. Mr. Mays moved, seconded by Mrs. McComb, that receipt of the January Treasurer's and Monthly Budget Reports be acknowledged, and that they be filed for audit. Motion carried. Warrants 2013-1 through 2013-3 and TA12-1 through TA13-2 were available for Board perusal. (*Copy attached to the Official Minutes*).
3. **Director's Report** (*in addition to the written report sent out with the Board Meeting packets*): Mrs. Dallas explained that a member of the public may come to speak to the Board.

Due to an incident in a member library, JA and SALS staff were reminded not to release any information without a subpoena.

- A. **Joint Automation Report:** It will cost JA \$2,200 to perform the Polaris upgrade during off hours. Mrs. Dallas wrote Polaris regarding their policy to charge for off hour upgrades. Upgrading during normal working hours would be too disruptive to our members.

JA Fees: Mrs. Dallas and Mr. Trahan, Director of MVLS, are developing a chart to document the in-kind contributions made by both systems. Carson Block, a library technology consultant will work with JA, MVLS and SALS to examine the current services and fee structure. All member libraries will be encouraged to participate either in person or virtually in the process.

As a result, there will be:

- A shared understanding of the current costs of the Joint Automation Project and associated IT services

- A shared understanding of the current fee structure for participation in the Joint Automation Project and associated IT services
- Consensus from the members to either keep the fee structure as is or pursue changes.

Waterford Public Library has agreed to delay implementing credit card payments until the Polaris 4.1 upgrade is completed.

Dr. Elman asked Mrs. Dallas to explore insurance options to indemnify SALS in the event of a PCI compliance fine.

- B. NYLA Library Lobby Day: Appointments have been made with our legislators for Tuesday, March 5<sup>th</sup>; copies of the schedule are in your folders.
- C. Other: The Department of Library Development (DLD) has not opened the member library nor the system annual reports to date. There are some problems with the reports. New data is included in the report.

The Bancroft Public Library in Salem now has a charter. The Galway Public Library received their absolute charter.

Mrs. Dallas submitted a proposal for PLA National Conference on NYLTO; policies and working with trustees. Mrs. Dallas was asked to present NYLTO at the next PULISDO meeting. Many public library systems would like to see NYLTO continue to grow. Table talks for NYLTO will be facilitated at the NYLA Annual Conference. Mrs. Dallas, as President-Elect of the Public Library Section of NYLA planned six programs for the September NYLA Annual Conference.

All questions about the construction projects have been answered. Linda Todd thanked Jill Martz and Mrs. Dallas for their efforts to get the information DLD needed. The construction grants have been forwarded to the Dormitory Authority.

4. **Committee Reports:**

- A. Audit & Finance: SALS received a draft report from the auditors. Mrs. Gold thanked Mrs. Martz for her hard work.
- B. Building: The new Training Center is being used.
- C. Bylaws Committee:
- D. Central Library Aid and Services:
- E. County Aid Coordinators:
- F. Library Services:
- G. Personnel:
- H. Trustee Nominating:

5. **Unfinished Business:**

6. **New Business:**

- A. Budget Amendments: Mr. Odess moved, seconded by Mrs. Gold to:  
Amend the 2013 SALS Budget to include:  
Automation Fee Income \$468,000  
Automation Fee Expense \$468,000

Motion carried.

- B. Library Advocacy: Please contact your elected officials regarding library funding. Join Mrs. Dallas in Albany on March 5<sup>th</sup> for NYLA Library Lobby Day.
  
- C. NYLTO: Mrs. Dallas reported that library trustees request information on the evaluation and hiring of library directors. Libraries are working on policies. Writing a good policy can be challenging. An interesting discussion on the forums centered on the age of unattended children and the community in which the library serves.

7. **Director’s Council Report:**

- 8. **Announcements**: Clifton Park-Halfmoon Public Library installed AED’s to assist people if needed.

Meeting adjourned at 1:55 p.m.

Respectfully submitted,

Nancy L. Bowen  
Recording Secretary